

Graduate Assistant for Marketing & Commuter Services
Alumni Memorial Union
Marquette University

General Description

The Graduate Assistant serves in an academic year appointment working approximately 20 hours per week and reports to the Assistant Director of the Alumni Memorial Union. The GA will primarily work in the Division of Student Affairs Marketing office overseeing the project request process, serving as the commuter student association advisor, and supervising a student staff. While not necessary for the position, someone with an interest in graphic design, creativity, and social media would do well in this assistantship. The GA is responsible for commuter student support, staff development, social media planning, and collaboration with key partners to produce marketing materials for events across campus. The GA is expected to undertake all responsibilities in a manner that reflects the Catholic, Jesuit mission of the University.

Specific Responsibilities

Division of Student Affairs (DSA) Marketing Office:

- Supervise the student graphic design assistants and DSA Marketing office student manager
- Coordinate printing and publicity requests submitted from Division of Student Affairs departments, outside partners, and student organizations
- Develop and maintain client communication between DSA Marketing office and campus

Work closely with the Commuter Student Association and meet regularly with CSA President and board members

Supervise Commuter Program Assistant and ensure the Commuter Lounge is clean and welcoming

Serve as advisor for the CSA

Help coordinate commuter events throughout the year

Assist with the assessment and evaluation of commuter events and support services